

## Freelance 'Welcome Back' Community Events Manager

This is a part-time temporary role to work with Local Initiatives in New Galloway trustees. The intended outcome is the delivery of events and activities designed to support and encourage local people of all ages to reconnect with their community as covid restrictions are easing a little.

You will be expected to work around 7 hours a week for about 20 weeks, although some weeks may be busier than others and, by negotiation, you will be expected to manage your time sensibly. Depending on holiday breaks and quieter times, the 20 weeks could stretch to 24 or a little longer, but the total hours available are 140 hours paid at £17.50 an hour.

You will be expected to work in part from home, but also to be fairly regularly present in New Galloway. Zoom meetings could sometimes be an option.

Local Initiatives in New Galloway (LING) is a small charity working with and for the community in this beautiful and friendly rural location. LING manages New Galloway Town Hall as well as two outdoor projects and is entirely run and supported by volunteers. There are currently eight trustees.

We are looking for a freelance, part time events manager / project officer to develop and deliver a series of community events and activities for our exciting new 'Welcome Back' initiative, with the aim of helping local people of all ages re-connect after Covid restrictions and expanding the capacity and reach of New Galloway Town Hall as a hub to promote social connections and well-being in New Galloway and Kells Parish and the surrounding Glenkens area.

The role will involve planning and running new and existing community events that respond to the needs of the local community, and will include training and supporting event volunteers and liaising and working effectively with other community organisations. You will also be promoting LING and the events/activities through social media, on our website and through posters / flyers and taking a lead role in communicating with local people directly both to promote the events in the community, ensuring they are accessible to those who may be vulnerable or more isolated, and sometimes taking a lead during the events as well.

You will ideally have a relevant qualification in community development, events management or similar, and / or experience running community events or working in a person-centred, community support or outreach capacity. This is an exciting opportunity to develop skills in community work and event planning, and to fit around other part-time work or commitments.

Both home working and working in New Galloway and Kells parish will be required, as well as the ability to work during evenings and weekends occasionally when necessary. Public transport is limited so the ability to arrange own transport when needed will be essential.

Availability to start fairly soon after interview will be an advantage. Some expenses will be available.

#### Contract - You will be expected to:

- Lead on developing, planning and delivering a number of LING community events in New Galloway and Kells parish. These will include existing events / activities such as the Hogmanay Ceilidh and re-launching our weekly 'LING lunches' in January;
- Liaise effectively with other local community organisations, particularly through contact with the New Galloway Community Engagement Worker, using partnership working where possible and advantageous;
- Lead in communicating with local people to ensure events are as accessible as possible, especially for those who may be vulnerable or more isolated, and to ensure that the events and activities are welcoming, supportive and enjoyable for all;
- Communicate effectively with LING volunteers, ensuring they are supported, provided with training where appropriate, and acknowledged during and after helping with any event;
- Lead on publicising 'Welcome Back' events and activities, including social and print media, LING Facebook page, New Galloway Town Hall website, by poster, flyer and word of mouth;
- Implement and use a system for recording and evidencing impact of events and activities;
- Report to and attend bi-monthly board meetings where possible;
- Attend regular meetings with designated trustees, who will provide mentoring and advice;
- Be responsible for budget keeping and working with the LING treasurer to ensure accurate and timely financial records for the project;
- Set up and prepare, with help, the Town Hall or other venue to accommodate events and activities with care to create a welcoming and safe environment, in accordance with Covid and other legislation where appropriate / as advised.

To apply, please send your CV and a letter of application (2/3 sides of A4) to us at [newgallowaytownhall@gmail.com](mailto:newgallowaytownhall@gmail.com) setting out and evidencing how your skills, qualifications and experiences would enable you to meet the requirements of the role. Explain to us, with some detailed examples, why you would be a good person for this work. In doing so, please address aspects of the contract details. Below, by way of summary, we have also set out the person specification we will have in mind as we short-list and interview candidates. The deadline is 31<sup>st</sup> October and interviews will take place on the afternoon of Friday 5<sup>th</sup> November.

#### Person Specification:

1. Good communication skills both written and verbal, including good listening skills;
2. A relevant qualification in community development, events management or similar, and / or experience running community events or working in a person-centred, community support or outreach capacity.
3. Sufficient IT skills and familiarity to handle, for example, email, social media, the design of simple posters or publicity leaflets, spreadsheets and data bases.
4. Ability to work with a high level of autonomy in terms of day-to day activities, taking responsibility for finding solutions, showing initiative where appropriate;
5. Ability to establish good relations with people in other organisations, to work well with volunteers, and with people who may need additional support and encouragement;
6. Ability to prioritise and manage conflicting demands across diverse tasks.